

# ROLE DESCRIPTION



<b>Position Title:</b>	<b>ADMINISTRATOR</b>
<b>Reports to:</b>	INC President
<b>Employment Status:</b>	Volunteer
<b>Ivanhoe Netball Club (INC)</b>	Ivanhoe Netball Club (INC) is a not for profit, community sports club committed to providing a great netball experience for all including players, parents, coaches, committee members and supporters. It is overseen by a volunteer committee consisting of executive and general members.
<b>Commitment to Child Safety</b>	<p>INC is committed to providing a safe environment for children across netball. We embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation.</p> <p>INC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</p> <p>INC supports and is committed to upholding the Netball Victoria Child Safeguarding policies and approaches. Important information can be found on the INC website at: <a href="https://www.ivanhoenetballclub.org.au/">https://www.ivanhoenetballclub.org.au/</a> and also on the Netball Victoria Child Safeguarding Resource Hub at: <a href="https://vic.netball.com.au/child-safeguarding-resource-hub">https://vic.netball.com.au/child-safeguarding-resource-hub</a></p> <p>We require all appointed adult volunteers working with children to undergo background checks and screening.</p>

## Primary Purpose of Position

- Ensures that appropriate governance and processes are in place to support the functions of the Club and the Committee.
- Keep INC documents and resources current.

## Key Responsibilities

- Ensures INC upholds Child safeguarding standards including:
  - providing access to relevant information and resources on the INC website, INC Handbook and in other relevant policies and procedures;
  - that a process is in place for the provision of key child safety standard information (e.g. the relevant code of conduct) to INC Committee members, coaches, team managers, players and their parents;
  - mechanisms for families and the community to provide feedback on INC's policies, procedures and practices;
  - presence of a functioning complaints policy and process;
  - a process to ensure current Working with Children Checks are held by adults that hold a position of authority with children e.g. INC Committee members, coaches, team managers.
- Coordinate the update as required of content on the INC website, INC handbook and other policies and procedures to maintain currency, including liaison with design and IT expertise.

- Develop processes to support efficient and effective communication with new and returning players and their families, team managers etc. e.g. template communications.
- Ensure currency of role descriptions for INC Committee member positions, and the roles of team manager, coach etc.

#### Knowledge, Skills & Abilities

- Good communication and listening skills.
- Good organisational skills.
- Computer literate with good report-writing skills.
- Possess a good understanding in the Club rules and the roles and duties of committee members.

#### Other Requirements

- Has a satisfactory Working with Children Check (WWCC), which may be applied for at: <https://www.workingwithchildren.vic.gov.au/>. Please provide evidence of a current WWCC to the INC Secretary by email to [info@ivanhoenetballclub.org.au](mailto:info@ivanhoenetballclub.org.au)
- Ensure familiarization with INC policies and approaches as outlined in the INC Handbook and on the INC website, at <https://www.ivanhoenetballclub.org.au/>. The following are highlighted as being particularly relevant:
  - Child Safety in Netball Code of Conduct, available at: [NV Child Safety in Netball Code of Conduct](#)
  - Child Safeguarding – A Guide for Communicating with Young People, available at: [NV Guide to Communicating with Young People](#)